

REVIEW ITEM DISPOSITION (RID) PROCESSING

CHECKOUT AND LAUNCH CONTROL SYSTEM (CLCS)

84K07500-002

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CLCS REVIEW ITEM DISPOSITION (RID) PROCESSING

1.0 SCOPE

The CLCS RID process is the formal method of documenting and tracking redlines and/or comments to a document, obtaining document approval/disapproval, and establishing baseline documentation. RID reviews are conducted to ensure the technical adequacy of CLCS documents. Only documents specifically identified by the CLCS Configuration Control Board (CCB) are required to use the RID process. As of the date of this document, the following documents have been identified:

84K00200	System Level Specifications (SLS)
84K00210	System Design Document (SDD)

If a RID reflects a new requirement or an enhancement to a baseline requirement, once the RID is approved, an ESR is required to be submitted for CLCS CCB processing of the requirement prior to release of the document revision incorporating that RID. After release of a "basic revision" document, document changes will be processed through the CLCS CCB.

2.0 RID PROCESS

A CLCS RID (Document No. 84K07500-001) and the RID Processing instructions (Document No. 84K07500-002) are attached to the front of all hardcopies of documents identified for RID processing and officially circulated for redlines. The CLCS RID will be partially prefilled with generic document data by the issuer of the document. The CLCS RID, instructions, and referenced document will be available in electronic format on the CLCS Web under the System Engineering and Integration page. Electronic submittal of the completed CLCS RID is highly encouraged and as a minimum, an MSWord® template will be provided on the Web. Although not required, blank RID's may be used for general review or general redlining of other documents.

Once the document and RID information have been distributed, the RID process will follow a general time allocation schedule as noted below.

- Ten working days will be allowed for document review and RID submittal to the CLCS RID Review Team.
- Five working days will be allowed for the RID Review Team to review and disposition RID's, prepare responses, and notify Initiators of the respective response.
- Three working days will be allowed to schedule a RID review meeting to discuss RID's not accepted.
- Five working days will be allowed to incorporate accepted RID's into document.
- Two working days will be allowed to release the document.

If there are significant changes resulting from the RID incorporation, a second review cycle will be conducted and generally the time allocations will be half the time as the first review. For example, five working days will be allowed for the second document review and RID submittal.

2.1 INITIATOR

The Initiator reviews the document and on or before the due date provides any comments and/or redlines to the document on a RID. The Initiator completes blocks 1 and 7 through 9 of the RID, and submits the RID to the RID Team Manager (**e-mail to [clcs-rid-manager](mailto:clcs-rid-manager@kscgws00.ksc.nasa.gov)** when using MS Exchange, selected from the Global Address List, or **clcsridmanager@kscgws00.ksc.nasa.gov** when mailing via SMTP). Failure to provide a RID by due date is assumed to imply concurrence with the document as written.

- Block 1 includes the Initiator's Name (**last name first**), Organization, Phone, and FAX number.
- Block 7 should identify the Problem, or description of the RID or purpose of the RID.
- Block 8 should supply a Recommendation, or the recommended action of the RID/document.
- Block 9 identifies the Impact if Recommendation not Implemented, or a statement justifying the RID and stating the impact if the RID is not incorporated.

The following blocks are prefilled for RID's attached to documents identified by the CLCS CCB to use RID's:

- Block 2 is the Type of Review that is being addressed for the specified document with three options listed: General Document Review; specific review, such as Preliminary Design Review (PDR), Critical Design Review (CDR), Architectural Baseline Review (ABR), Project Plan Review (PPR); or Other type of review. The Type of Review option is selected by an "X" in the small block space and the specific type noted in bold print.
- Block 3 is RID Number, which consists of the last five digits of the document number and a dash, and a sequential number that will be assigned by the RID Review Team.
- Block 4a is the Document Number and Block 4b is the Document Revision being reviewed.
- Block 5 is the Document Name, which also specifically identifies the document.
- Block 6 is the Name of the RID Team. The RID Review Team depends on the subject and origin of the document and will be defined/approved by the Project Manager.

2.2 RID REVIEW TEAM

The RID Review Team is responsible for reviewing the RID and its related document, making a recommendation, and determining the action to take. The RID Team Manager, who is appointed by the CLCS Project Manager, conducts the Review Team's meetings and records the team's disposition of the RID in Blocks 10-13 of the RID. If the RID Review Team determines that a RID results in an expanded scope which increases the CLCS budget or schedule, the RID is referred to the CLCS CCB Change Screening Panel (CSP). See CLCS CCB Charter, Document Number 84K00006, for the processing of changes by the Change

Screening Panel. After the Review Team completes processing of the RID, the RID Team Manager submits a copy of the closed RID to the Initiator and the original closed RID to the Change Control Manager for the CM repository. The original RID's are kept on file until the end of the CLCS project.

- Block 10 is the Team's Recommendation. The RID Review Team disposes a RID in one of six ways: Accepted or approved; Accepted with Modifications or accepted after minor changes are made to the RID; Rejected or disapproved; Study or further review or additional information is needed, etc.; Withdrawn by the Initiator, etc.; and Deferred to CLCS CCB Change Screening Panel for RID's that increase CLCS's budget or schedule. As part of the Team's Recommendation, the RID Team Manager records Comments related to the recommendation and signs on the line beside RID Team Manager's Signature to establish the official RID recommendation.
- Block 11 is Action Required, or the action to be taken after the RID Review Team has determined the disposition of the RID. Actions include Update Document or proceed with implementation, as appropriate; Study or further review before action is taken; or Other, which should be completed by the RID Team Manager with specifics about an action required. (CSP would complete Block 11 for those RID's referred to them.) If the CSP recommends that the RID be processed through the CLCS CCB, an accompanying ESR will be required.
- Block 12 is Final RID Closure Action. The RID Team Manager has options to consider as to when the RID is to be incorporated into the documentation. One is RID to be Incorporated in Next Revision, and the other is RID to be Incorporated in Other (Specify). The RID's in a Study category could be a situation where the RID would be incorporated in a future revision. The decision depends on the priority of the RID and the timeliness of the RID submittal. The RID Team Manager is to record specifically when the RID is to be incorporated, and sign next to the RID Team Manager's Signature line. (CSP would complete Block 12 for those RID's referred to them.)
- Block 13 is Additional Comments/Notes. This is an optional block that is available for use if required to log additional comments or notes.

3.0 RID CLOSURE

RID's that are accepted and incorporated into a document have completed the official RID process and are considered closed. RID's that are rejected by the RID Review Team are considered closed following the RID Review Meeting (if one is held). Otherwise, a rejected RID is considered closed 5 working days after the initiator is informed that their RID was rejected. A withdrawn RID is considered closed at the time of withdrawal. RIDs classified as "study" are not considered closed. All RIDs are forwarded by the RID Review Team Manager to the Change Control Manager for filing. The Change Control Manager will maintain the repository for all RID's until the end of the CLCS Project.

4.0 APPLICABLE DOCUMENTS

- CLCS Review Item Disposition (form), Document No. 84K07500-001.
- CLCS Configuration Control Board (CCB) Charter, Document No. 84K00006.

- CLCS Configuration Management Plan, Document No. 84K00052.

END